



# Utility Billing Water Leak Adjustment Application

Please Print

Name as Shown on Utility Bill: \_\_\_\_\_ Email: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Description of leak location and action taken to repair:

*(Please be as specific as possible – i.e., service line, irrigation, meter, etc.)*

Date Leak was Found: \_\_\_\_\_

Date Leak was Repaired: \_\_\_\_\_

Repair Person: \_\_\_\_\_ \* Please include a copy of repair bill(s) with this application \*

I hereby certify that the above information is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE NOTE:**

- Your water meter should be re-read before filling out a Leak Adjustment Application to ensure the high consumption is correct
- Leak adjustments are not normally approved for sprinkler system or interior plumbing leaks (toilet and faucet leaks)
- Leaks must be repaired before leak adjustment can be approved
- Leak adjustments are made based on comparison usage from the previous year, if available
- Adjustments are normally limited to one or two months, unless extenuating circumstances are present.